



STATE OF WASHINGTON  
WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
611 Grand Blvd., S-26 Blvd., • Vancouver, Washington 98661-4918 • (360) 696-6525  
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

May 5, 2017

Office of Financial Management  
Attn: David Schumacher  
PO Box 43113  
Olympia, WA 98504-3113

Dear Mr. Schumacher,

In response to the request Contingency Planning for State Agency Operations on July 1, we have enclosed the CDHL plan which reflects two scenarios based upon school closure and school operations times of year. Please feel free to contact our office should you have any questions or concerns. Our contact information is as follows:

Rick Hauan, Executive Director  
[rick.hauan@cdhl.wa.gov](mailto:rick.hauan@cdhl.wa.gov)  
T: (360) 418-0400  
C: (360) 609-6722

Judy Smith, Executive Assistant to the Executive Director  
[judy.smith@cdhl.wa.gov](mailto:judy.smith@cdhl.wa.gov)  
T: (360) 418-0401

Jessica Sydnor, Director of Human Resources  
[jessica.sydnor@cdhl.wa.gov](mailto:jessica.sydnor@cdhl.wa.gov)  
T: (360) 418-4345

Shauna Bilyeu, Superintendent  
[shauna.bilyeu@cdhl.wa.gov](mailto:shauna.bilyeu@cdhl.wa.gov)  
T: (360) 334-5448

Tom Galey, Director of Business Operations & Technology  
[tom.galey@cdhl.wa.gov](mailto:tom.galey@cdhl.wa.gov)  
T: (360) 334-5780

Again, please feel free to contact us anytime.

Sincerely,

Rick Hauan  
Executive Director



STATE OF WASHINGTON  
WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
611 Grand Blvd., S-26 Blvd., • Vancouver, Washington 98661-4918 • (360) 696-6525  
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

**CDHL Contingency Plan effective July 1, 2017 (No legislative appropriations)**

Effective July 1:

<b>Essential Function</b>	<b>Staffing Classification</b>	<b>Duration</b>
IT	IT Specialist	on-going
Payroll Processing	Fiscal Analyst 3	on-going
<i>(Please note that RCW 72.40.028 mandated that certificated employees are paid commiserate with local school district. This requires CDHL to spread the 180 day school year contract over 12 months. As of June 13, 2013, all certificated employees have completed the assigned working days and Fair Labor Standards Act requires payment for time worked.)</i>		
A/P and A/R Processing	Fiscal Analyst 3/Program Specialist 4	on-going
Budget and Fiscal Control	Director of Business Operations	on-going
Human Resources	Director of Human Resources	on-going
Communication/Response	Exec. Assistant to the Executive Director	on-going
Maintenance	(1) Maintenance Mechanics	until July 7 <sup>th</sup>
Facilities control	Facilities Manager	until July 7 <sup>th</sup>
<i>(Please note that Maintenance crew members will be needed to shut down and secure all campus buildings.)</i>		

Effective August 1:

<b>Essential Function</b>	<b>Staffing Classification</b>	<b>Duration</b>
Custodial	(5) Custodian	on-going
Maintenance	(2) Maintenance Mechanic	on-going
Facilities control	Facilities Manager	on-going
<i>(Please note that these positions are required in preparation for student return for the 2013/2014 school year.)</i>		

Effective August 16:

<b>Essential Function</b>	<b>Staffing Classification</b>	<b>Duration</b>
Orientation	New hires	One day

Effective August 22:

<b>Essential Function</b>	<b>Staffing Classification</b>	<b>Duration</b>
All functions	all positions	on-going
<i>(Please note that school session is scheduled to commence on August 29 and student safety-based training, new employee orientation and school preparation is required prior to student return.)</i>		

**Points of clarification:**

The Center is currently unsure of whether career-seasonal/school year based employees will be permitted to continue to cash-out vacation leave during the summer months. Career-seasonal/school year based employees of the Center are not eligible for unemployment due to this collective bargaining provision. The Center is working with the Labor Relations Division for clarification.